



## 2003 INCIDENTAL BUSINESS PERMIT (INSTRUCTIONS)

### United States Department of the Interior

#### National Park Service

2525 Gambell Street, Room 107

Anchorage, Alaska 99503-2892

PH: (907) 257-2574 FAX: (907) 264-5679

Website: [www.nps.gov/akso](http://www.nps.gov/akso)

	<u>APPLICATION PERIODS</u>	<u>FEE</u>
First Cut-Off :	Before March 31, 2003	\$200 (to include March 31 <sup>st</sup> )
Second Cut-Off:	April 1 June 30, 2003	\$250
Third Cut-Off:	After June 30, 2003	\$300

The amounts shown above cover the basic application fee (flat rate of \$100) and basic administrative fee (\$100 for the first park unit only). The administrative fee will increase by \$50 for each additional park in which you propose to operate.

The Wrangell-St. Elias National Park & Preserve and Glacier Bay National Park & Preserve each charge a \$100 Management Fee. Applicants proposing to work in either or both of these park units must also include that management fee.

*The postmark date of the application will determine the fee you should include with your submittal. For example, if you mail (postmark) your application on April 1, 2003, the basic fee of \$250 would apply (plus the additional administrative fee for those operating in more than one park --see Fee Schedule at Item #13).*

### TABLE OF CONTENTS

Subject	Page
Park Contacts	2
Table of Approved Commercial Visitor Services	3
General Application Information	4
Fees	5 -6
Insurance	7-10
Application Form & Checklist	(Part 2) Pages 1-8



## (1) What is a "Incidental Business Permit (IBP)"?

An IBP is used for commercial visitor services that (1) do not use fixed commercial facilities within a National Park unit, (2) the commercial activity originates and terminates outside the park area, (3) no money changes hands on park lands, and (4) no commercial solicitation occurs on park lands. The IBP authorizes a private person, corporation or other entity to provide services to visitors to units of the National Park System. These authorizations are not concession contracts.

## (2) Under what authority can the NPS issue this authorization?

The issuance of Incidental Business Permits is authorized by Section 418 of the National Parks Omnibus Management Act of 1998, Public Law 105-391 and Title 36 of the Code of Federal Regulations 5.3.

## (3) Who do I contact if I have questions?

We recommend that you contact the Regional Concessions Office in Anchorage at 907-257-2595 if you have general questions relating to the application process.

For questions regarding park operations, please call the **PARK CONTACT** listed below.

<b><u>PARK UNIT</u></b>	<b><u>CONTACT</u></b>	<b><u>PHONE</u></b>
Alagnak Wild River, Katmai, Lake Clark, Aniakchak....	Becky Brock	(907) 271-6230
Denali National Park & Preserve.....	Phyllis Motsko	(907) 683-9554
Gates of the Arctic National Park & Preserve.....	Roger Semler	(907) 692-5494
Glacier Bay National Park & Preserve.....	Dave Nemeth or Marilyn Trump	(907) 697-2232 (907) 697-2670
Kenai Fjords National Park.....	Jim Ireland	(907) 224-2135
Klondike Gold Rush National Historical Park.....	Reed McCluskey	(907) 983-9218
Sitka National Historical Park.....	Clair Roberts	(907) 747-6281
Western Arctic Region*.....	Lindy Russell	(907) 442-3890
*(Bering Land Bridge, Cape Krusenstern, Kobuk Valley, Noatak Preserve) .		
Wrangell-St. Elias National Park & Preserve.....	Hunter Sharp	(907) 822-7210
Yukon-Charley Rivers National Preserve.....	Chief of Operations	(907) 547-2233

--Email: You may email any of the persons listed by using their name: e.g. Mary\_Wysong@nps.gov

## (4) How do I know if I need this authorization?

You must obtain this authorization if your business will conduct a commercial operation within the national park service boundaries and the services originates and terminates outside of the boundaries of the park service unit(s).

## (5) How will I know which commercial services are generally allowed under an IBP in the NPS units?

**See the following page for a table of approved commercial services (indicated by black dots) for each park unit.** Although these are approved services, all applications will be subject to a complete review and approval process. If you are proposing to provide a commercial service that is not listed on the table, please provide a detailed written proposal to the Regional Office (address on the front page of this packet).



# The National Park Service





# The National Park Service

## TABLE OF APPROVED COMMERCIAL VISITOR SERVICES

PARK	AT	BP	BT	BV	CB	CY	GC	DS	GH	HP	HR	HT	KT	MT	PH	SF	SH	VT	WB	WR
ALAG	.	.	.	.	.				.				.		.	.			.	
ANIA	.	.	.	.	.				.			.	.	.	.	.			.	
BELA	.											.								
CAKR	.	.											.				.			
DENA	.	.					.		.			.		.					.	
GAAR	.	.	.					.	.					.	.	.			.	
GLBA	.	.	.		.		.		.			.	.	.	.	.	.		.	
KATM	.	.	.	.	.				.			.	.	.	.	.			.	
KLGO		.	.			.			.		.		.				.	.		
KOVA	.	.	.		.				.											
LACL	.	.	.	.	.				.			.	.	.	.	.			.	
KEFJ	.	.	.		.		.	.	.				.	.	.	.	.	.	.	
NOAT	.	.	.						.			.			.	.				
SITK									.								.	.		
WRST	.	.	.					.	.	.	.	.	.	.	.	.		.	.	.
YUCH	.	.	.						.			.				.				

### Park Codes

ALAG = Alagnak Wild River  
 ANIA = Aniakchak National Monument & Preserve  
 BELA = Bering Land Bridge National Preserve  
 CAKR = Cape Krusenstern National Monument  
 DENA = Denali National Park & Preserve  
 GAAR = Gates of the Arctic National Park & Preserve  
 GLBA = Glacier Bay National Park & Preserve  
 KATM = Katmai National Park & Preserve  
 KLGO = Klondike Gold Rush National Historical Park  
 KOVA = Kobuk Valley National Park  
 LACL = Lake Clark National Park & Preserve  
 KEFJ = Kenai Fjords National Park  
 NOAT = Noatak National Preserve  
 SITK = Sitka National Historical Park  
 WRST = Wrangell-St. Elias National Park & Preserve  
 YUCH = Yukon-Charley Rivers National Preserve

### Service Codes

AT = Air Taxi  
 BP = Backpacking (overnight)  
 BT = Boating Trips (other than kayaks)  
 BV = Bear Viewing (*used for Katmai, Lake Clark, Aniakchak, Alagnak*)  
 CB = Charter Boat Service  
 CY = Cycling (Bicycle Tours)  
 DS = Dog Sled Rides  
 GC = Group Camping  
 GH = Guided Hiking - Walking  
 HP = Horsepacking  
 HR = Horserides  
 HT = Big Game Transporters (Hunting Transporters)  
 KT = Kayak Touring  
 MT = Mountaineering  
 PH = Photography  
 SF = Sportfishing  
 SH = Shuttle Service  
 WB = Winter Backcountry Trips  
 WR = Wagon Rides



**(6) What is the length of this authorization?**

Authorizations are issued for a one-year term. Applicants must reapply each year.

**(7) How do I apply?**

Read this application packet for full details. Permits are not renewable. Each year that you wish to conduct a commercial service, you must complete the application form and mail it with appropriate fees and proof of insurance and other required documents (see last page of the application for a checklist) to the address on the front cover page.

**(8) Is an Alaska Business License required?**

**Yes.** All businesses operating within the state must obtain this license regardless of their state of charter. If you do not have a current Alaska business license, contact the State of Alaska Dept. of Commerce, Business License Section, 550 W. 7<sup>th</sup> Avenue, Suite 1500, Anchorage, AK 99501, Ph: 907-269-8160.

**(9) How long does it take to process my application?**

The time to process an application can vary. It may take up to **3 months** if your application is incomplete, the fees are not included with your submission, the insurance is not received by our office or if you are applying for a service that has not been determined to be necessary and appropriate. Also since April is the beginning of the busy part of the season, applications postmarked after **March 31, 2003** may take up to **5 months** to be processed. **We strongly recommend submitting your application as early in the year as possible. Do not wait!**

**(10) What else do I need to do to receive an approved IBP?**

- You must be current on the payment of all past year's fees and reporting requirements.
- If you plan to operate in Katmai, Lake Clark, Aniakchak or the Alagnak, you must attend an IBP meeting in 2003 hosted by the Concessions Office from Katmai /Lake Clark. Questions? Call Chief of Concessions Becky Brock at 907- 271-6230 or 271-3751.

**(11) Are there any restrictions to my application?**

YES. NPS employees or their resident family members may be NOT be owners, partners, corporate officers or general managers of any business conducting commercial visitor services in a park, nor may NPS employees or their resident family member s have a financial interest in such a company. All instances of employment by an operator of the SPOUSE or MINOR CHILDREN of an NPS employee must be approved in advanced, in writing by the superintendent or delegated person(s).

**(12) What if my business plans change? May I change my authorization?**

Yes, you may request an amendment to the approved authorization. Just send us your request in writing giving full details of your proposed activity. If the request includes adding another Park to your authorization, additional fees will be charged. (See "Fees".)

**(13) Are there fees involved for an IBP?**



# The National Park Service

YES. The authority for the NPS to recover associated management and administrative costs of IBP's is found in PL 105-18 and 31 U.S.C. 9701 and 16 U.S.C. 3a. The Director must charge a reasonable fee for the issuance of an incidental business permit in order to recover associated management and administrative costs.

**Application Fee:      \$100.00**

The Application Fee is applicable to all applicants and is due at the time the application is submitted and is non-refundable, whether or not the authorization is approved.

**Administrative Fee:** **\$100** for applications postmarked by March 31; **\$150** for applications postmarked by June 30<sup>th</sup> and **\$200** for applications postmarked after June 30<sup>th</sup>. The administrative fee will increase by **\$50** for each additional park in which you propose to operate. The Administrative Fee is due at the time the application is submitted and is non-refundable, whether or not the authorization is approved.

**Late Fees:**

- 1) A \$25 fee, per report, for each 30-day period or portion thereof, for reports postmarked after the November 15<sup>th</sup> due date.
- 2) A \$50.00 fee for each 30-day period, or portion thereof, plus an administrative charge of \$5.00 for each transaction related to the unpaid balance of any **past due fee**.

**Management Fees:**

Management fees paid for Glacier Bay and/or Wrangell-St. Elias National Parks and Preserves are not refundable, nor will a credit be issued. **Permittees who will not use their permit for any reason (from the effective date of the permit) and wish to cancel their permit may obtain a refund or credit of the management fee if the Park Service is notified by April 1, 2003.** After April 1, 2003, refunds or credits will be issued only under extenuating circumstances and on a case by case basis. Notification can be given via Phone: 907-257-2595, Fax: 907-264-5679 or email: [brenda\\_coleman@nps.gov](mailto:brenda_coleman@nps.gov).

**--Wrangell-St. Elias National Park & Preserve:**

\$100 due along with your application

**--Glacier Bay National Parks & Preserve:**

\$100 due along with your application

**--Klondike Gold Rush National Historical Park**

\$2.00 Per User Day - due with the Annual Activity Report on November 15, 2003.

**--Katmai National Parks & Preserve:**

Brooks Camp Developed Area:

\$14.00 per person per day due with the Annual Activity Report on November 15, 2003.

Excluding Brooks Camp Developed Area: \$6.00 per person per day due with the Annual Activity Report on November 15, 2003.

**Note:** If the same client visits both Brooks Camp Developed Area and any other locations in Katmai National Parks & Preserve on the same day with the same permittee, only the Brooks Camp Developed Area fee will be collected.

**--Lake Clark National Parks & Preserves, Aniakchak National Monument & Preserve and the Alagnak Wild River:**

\$6.00 per person per day due with the Annual Activity Report on November 15, 2003.

-5-

**Recreational Use Fees** (Authority: P.L. 105-18):

Funds from this fee are used to reduce identified non-recurring maintenance, infrastructure repair, and to assist resource management:



# The National Park Service

## **--Brooks Camp Developed Area in Katmai National Park & Preserve:**

\$8.00 per person per night at Brooks Camp Developed Area Campground)  
(Reservations required: 1-800-365-2267)

Note: The Brooks Camp Developed Area Campground will not be used for or in support of, commercial activities.

## **--Kenai Fjords National Park (Commercial User Fee - Exit Glacier)**

All commercial operators in Kenai Fjords National Park are required to obtain an Incidental Business Permit (IBP). **In addition** to this permit, users of the Exit Glacier area are subject to a user Fee, collected as part of the Recreation Fee Demonstration Program. Fees will be paid at the designated Fee Collection Station in the park.

### **Taxi and Shuttle Service**

**\$3.00 per passenger\***

(Provides point-to-point transportation only - passengers are dropped at entry gate or parking lot loading zone. Driver does not accompany group. This category applies to a very limited number of local businesses that provide transportation rather than guided tours. Companies that provide both services must pay the guided tour rate below.

### **Guided RV Caravans, Bicycle groups**

**\$3.00 per person\***

(Commercial groups entering in multiple private vehicles, on bicycles, or on foot)

### **Guided Tour (Bus, Van Car) \*\***

(Driver or guide may accompany group on trail hikes, photography, camping, etc.)

**Fee based on number of passengers  
in vehicle - see table below**

<b>Number of Passengers</b>	<b>User Fee</b>
<b>1-6</b>	<b>\$ 25.00</b>
<b>7-25</b>	<b>\$ 40.00</b>
<b>26 &amp; Over</b>	<b>\$100.00</b>

**\* This fee is waived for visitors under age 16 and those in possession of a valid Golden Age, Golden Access or Golden Eagle Passport, or National Park Pass**

**\*\*** The \$100 Application Fee and the \$100 annual Administrative Fee and are waived for guided tour operators. The cost of processing these permits will be taken from the user fees paid. If you will be working in parks other than Kenai Fjords, however, these fees will be applicable for those parks. Taxis, shuttles, and caravan (private vehicles, such as RVs, organized and led on a commercial tour) groups must pay all applicable IBP application fees.

-6-

## **(14) Is sub-contracting allowed under the authorization?**

The Park Service does not allow subcontracting under this authorization.





## **(15) What type of insurance is required before this authorization can be approved?**

Refer to pages 8 & 9 for specific minimum required coverage applicable to your proposed activities and these types of insurance. These are "minimums" and the NPS may require additional insurance commensurate with the risk involved with your commercial service. A sample certificate of insurance can be found on page 12.

**IMPORTANT:** *The name on the insurance policy (and issued certificate) must be the same as the name on the application (whether applicant is a corporation, partnership or individual).* Please remember that All Certificates of Insurance must be annotated to verify that the US Government is named as **additional insured**. If this is not possible, the applicant must obtain a Waiver of Subrogation specifying that the insurance company shall have no right of subrogation against the United States. The certificate of insurance provides the NPS with proof this requirement is met. The certificate can be mailed or faxed to directly to the Anchorage office at (907) 264-5679. The certificate holder's address must read:

U.S. Government  
National Park Service  
2525 Gambell Street, Room 107  
Anchorage, AK 99503

- **Comprehensive General Liability** required for most activities authorized by Incidental business permits, is usually sold as a Guides & Outfitters (G&O) type of policy. The minimum required liability coverage for bodily injury is \$300,000 per occurrence; higher limits may be required for some activities.
- **Aircraft Liability**: required for operators who fly clients into National Park Service areas. Minimum coverage must conform to state and federal aviation requirements for air taxis.
- **Automobile Liability**: required for all owned, non-owned and hired vehicles used in the operation within National Park Service areas, including tour buses.
- **Worker's Compensation**: Permittees must be in compliance with the Alaska Worker's Compensation Act.
- **Watercraft Liability**: required for boating (i.e., boats, rafts, kayaks, etc.) activities on waters within NPS areas. Depending on the size, ownership and use of the watercraft, this is covered by either a Protection and Indemnity (P&I) Liability Policy or by a Comprehensive General Liability policy.

## **(16) Are there reports due at the end of the operating year?**

Yes! The authorization stipulations are very specific about what type of reports, when they are due and where you are to send them. The applicable reporting forms will be provided to you if your authorization is issued. Negative reports are also required.

## **(17) When are the reports due and where do I send them?**

All end-of-season reporting documents applicable to your business will be mailed to you along with your Incidental Business Permit. You can view these forms on the Internet at: [www.nps.gov/akso](http://www.nps.gov/akso).

## **INSURANCE REQUIREMENTS**

**ACTIVITIES:** Guided Backpacking, Guided Hiking, Photography, HorseRides, HorsePacking, Group Camping, Dog Sled Tours, Winter Backcountry, Sportfishing without boat,



# The National Park Service

## Bicycle Tours, Bear Viewing

**INSURANCE TYPE:** *Comprehensive General Liability (Guides & Outfitters)*

<b><u>PARTY SIZE</u></b>	<b><u>AMOUNT OF MINIMUM COVERAGE REQUIRED</u></b>
ANY PARTY SIZE:	\$300,000/Occurrence

**ACTIVITIES:** Guided Mountaineering

**INSURANCE TYPE:** *Comprehensive General Liability (Guides & Outfitters)*

<b><u>PARTY SIZE</u></b>	<b><u>AMOUNT OF MINIMUM COVERAGE REQUIRED</u></b>
UP TO PARTY OF 5:	\$300,000/Occurrence
PARTY OF 6 TO 12:	\$500,000/Occurrence
PARTY OF 13 OR MORE:	\$1,000,000/Occurrence

**ACTIVITIES:** Shuttle Service, Vehicle Tours, Wagon Rides, Boating Trips, Charter Boat, Sportfishing with boat, Kayak Tours

**INSURANCE TYPE:** \*Motor vehicles - *Auto Liability Insurance*; \*Vessels - *Protection & Indemnity (P&I)* or *Comprehensive General Liability* (depending on size of vessel); \*other activities - *Comprehensive General Liability*.

<b><u>PARTY SIZE</u></b>	<b><u>AMOUNT OF MINIMUM COVERAGE REQUIRED</u></b>
UP TO 5 passengers:	\$300,000/Occurrence
6 TO 12 passengers:	\$500,000/Occurrence
13 TO 20 passengers: (motor vehicles)	\$750,000/Occurrence
13 TO 20 passengers: (other transportation)	\$1,000,000/Occurrence
21 to 50 passengers	\$1,500,000/occurrence
51 passengers or more:	Contact National Park Service for information

**ACTIVITIES:** Air Taxi, Big Game (air) Transporters (“incidental use” also requires aircraft liability insurance)

**INSURANCE TYPE:** *Aircraft Liability*

\*Example: You offer backpacking and mountaineering (6 clients in party), and fly your clients into NPS areas instead of using an air taxi. Required minimum coverage is Comprehensive General Liability of \$500,000/occurrence and Aircraft Liability insurance of \$150,000/per passenger seat.

<b><u>PARTY SIZE</u></b>	<b><u>AMOUNT OF MINIMUM COVERAGE REQUIRED</u></b>
Any party size:	\$150,000/passenger seat

## **INSTRUCTIONS ON INSURING WATERCRAFT**

Watercraft is insured under either a Protection and Indemnity (P&I) Liability Policy or a Comprehensive General Liability Policy. The determination of which policy is applicable depends on the size, ownership and use of the



# The National Park Service

watercraft. *If you watercraft (any under 26', such as rafts, kayaks, boats, etc) are covered under a general liability policy, the insurance certificate must include a statement that "watercraft liability is included" or similar documentation.* This chart will help in the determination of which policy you should obtain:

Length of Watercraft	Use	Required Coverage
26' and Over	Any	Protection & Indemnity Policy (P&I)
Less than 26' (Owned)	Any	Must be listed on Comprehensive General Liability Policy or have a P&I Policy. <b>(Your Watercraft must be listed on the Certificate of Insurance if using Comprehensive General Liability.)</b>
Less than 26' (Not Owned)	Carrying persons for a fee	Must be scheduled on Comprehensive General Liability Policy or have a P&I Policy. <b>(Your Watercraft must be listed on the Certificate of Insurance if using Comprehensive General Liability.)</b>
Less than 26' (Not Owned)	Not carrying persons for a fee	Included in standard General Liability Policy. Need not be listed separately.
Rented Items such as (tubes, rafts, snorkeling, equipment, etc.)	In Water	Included in Comprehensive General Liability Policy. Need not be listed separately.

**NOTE: The use of Personal Watercraft and Airboats are prohibited for commercial purposes.**

A **Personal Watercraft** is defined as a vessel which uses an inboard motor powering a water jet pump as the primary source of motive power, and which is designed to be operated by a person sitting, standing, or kneeling on the vessel, rather than the conventional manner of sitting or standing inside the vessel. The jet pump works by drawing water into the housing ahead of the impeller. The impeller is a type of precision propeller contained within the housing that pressurizes the water as it enters and forces the water toward the stern of the craft. The force of this exiting water is what pushes the PWC in the opposite direction. PWC do not have exposed propellers like most other powerboats. Brand names include, but are not limited to, Jet Ski, Sea-Doo, Waverunner, Wet Jet and Surf Jet.

An **Airboat** is defined as a self propelled vehicle that depends solely upon air thrust without air cushion to move in any direction across land, vegetation, water, ice and combinations of conditions associated with buoyancy- - typically greater than 12 feet long.



# The National Park Service

## CERTIFICATE OF LIABILITY INSURANCE

<b>PRODUCER</b> XXXXXXXXXXXXXXXXXXXXX 3000 Shady Lane Anchorage, AK 99505		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION AND CONFERS NO RIGHT UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
		INSURERS AFFORDING COVERAGE				
<b>INSURED</b>  <b>Holly Dolly Charters</b> <b>P.O. Box 00000</b> <b>Hollywood, CA 98777</b>		INSURED A: West American Specialty Inc.				
		INSURED B:				
		INSURED C:				
<b>COVERAGES</b>						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING MAY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input type="checkbox"/> GENERAL LIABILITY	XER00456	07/12/03	07/12/04	EACH OCCURENCE	\$ 300,000
	<input type="checkbox"/> Comprehensive General Liability				FIRE DAMAGE (Any one fire)	\$ 50,000
	<input type="checkbox"/> Claims Made				MED EX (Any one person)	\$ EXCLUDED
	<input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES PER				PERSONAL & ADV INJURY	\$ 500,000
	<input type="checkbox"/> Policy <input type="checkbox"/> Project				GENERAL AGGREGATE	\$ 600,000
	LESS LIABILITY					
	WORKERS COMPENSATION & EMPLOYEE LIABILITY					
	OTHER					
DESCRIPTION OF OPERATIONS / LOATIONS / VEHICLES/ EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS						
<b>THE CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED. WATERCRAFT LIABILITY IS INCLUDED</b>						
<b>CERTIFICATE HOLDER</b>		ADDITIONAL INSURED, INSURER LETTER: ____ CANCELLATION				
U.S. GOVERNMENT Dept of Interior National Park Service 2525 Gambell Street, Room 107 Anchorage, AK 99503		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.				
		AUTHORIZED REPRESENTATIVE				

SAMPLE ONLY

Certificate should show this note regarding additional insured and if applicable, watercraft liability.

Your certificate should show this address